

TERMINAL LEARNING OBJECTIVE

**Develop a company level
planning strategy**



COMPANY LEADERSHIP TEAM MISSION-BOX

RESPONSIBILITIES

- **Providing leadership over station commanders and recruiters.**
- **Providing guidance for effective planning.**
- **Effectively analyzing the Station Production Management System.**
- **Maintaining sales through training and development**



TIME MANAGEMENT AND MISSION-BOX SUCCESS

Effective time management

=

Mission box success



COMPANY LEADERSHIP TEAM (CLT) TIME

- **General MANAGEMENT**
- **Procedures.**
 - **Daily.**
 - **Stick to the plan.**
 - **Weekly.**
 - **Monthly.**
- **Analysis.**
 - **Commander/1SG plan together.**



PROCRASTINATION

- **Excuses.**
- **Causes .**
- **Remedies.**
- **Techniques to manage.**



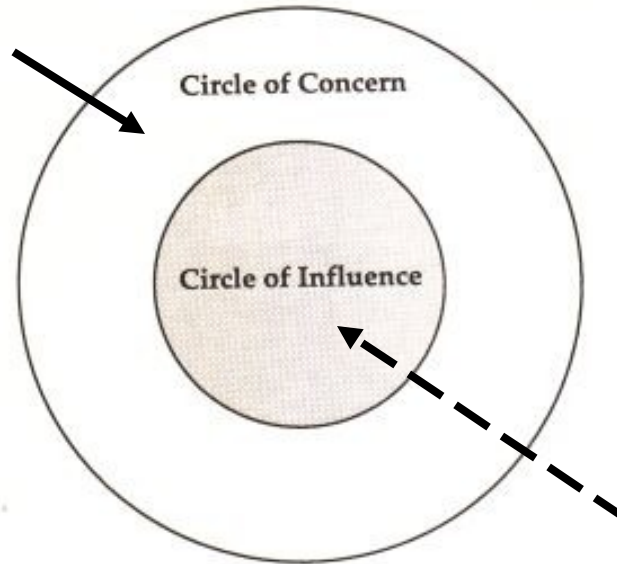
PROACTIVE MODEL

- **Freedom to choose.**
- **Proactive language.**



CIRCLE OF CONCERN

Circle of concern



Circle of influence

- **Proactive focus.**
- **Reactive focus**
- **Direct, indirect, and no control.**

• **Expanding the circle of influence**



FOUR GENERATIONS OF TIME MANAGEMENT

- **Notes and checklists.**
- **Calendars and appointment books.**
- **Current time management.**
- **Do not manage time, manage yourselves.**



TIME MANAGEMENT MATRIX

URGENT

NOT URGENT

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QUAD 1

QUAD 2

QUAD 3

QUAD 4



U.S. Army Recruiting Command

W659R/OCT 02/VGT-9